

# **Mono County Election Plan**

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February Presidential Primary 2/5/2008

## **County and Voting System Information**

1. Name of County: Mono County
2. Name of Contact: Christy Robles, Asst. Clerk-Recorder-Registrar
3. Contact Phone: (760) 932-5537
4. Date of Plan: December 19, 2007
5. Vendor and Voting Systems used by County: Sequoia's Insight machines in addition to Sequoia's Edge DRE (1 per polling location)
6. Is this our first election using this system? Partly yes and no. We've used the Insight machines to scan and tally absentee and all mail ballots yet this election we will use them countywide to scan the paper ballots used.
7. Do you have a separate system(s) for early voting, precinct voting, and absentee voting? If so, please list each: We do not have early voting. We will be using the Insights and the Edge (DRE) machines, both, countywide for the Feb.2008 election.

## **Election Communications**

This plan addresses the manner in which the county elections official, staff, and poll workers communicate in the course of conducting an election. It also deals with preparing for and resolving situations that may arise on Election Day.

1. In the event of a natural disaster, terrorist attack, electricity blackout, or systemic equipment failure, what procedures are in place to ensure quick and immediate communication with poll workers? *The Clerk's Office will create a list of all proposed poll workers with their physical addresses and phone numbers in case they need to be contacted by the local law enforcement in case of emergency.*
2. Do you have a bank of phone numbers solely designated for poll workers to call and ask questions? *No, we do not. We do, however, have a toll free line normally dedicated to individuals who vote provisionally to call in subsequent to an election to check the status of their vote. This toll free line is available for poll workers to call to ask questions.*
3. What is the percentage of polling places that have public telephone access? *95% of our polling locations have public telephones either installed in the polling location itself or nearby.*
4. Are the phones close enough for poll workers to use to contact the county elections office, if necessary? *Yes they are. We also suggest that if the poll worker feels the need to call us using their cell phone(s) that they provide the bill for the calls to our office for reimbursement.*
5. Are poll workers in those locations provided information on calling collect, or are they provided adequate change or a calling card to pay for the phone calls? *In Mono County, we now have an IT Rover (representative)*

- present at each polling location who has access, by cell phone, to our offices for the poll workers. Additionally, we have reserved use of the Health Department's internet phones for use should we feel the need.*
6. What about locations without convenient pay phones? *The one location without a pay phone has telephone access- just not available to the public but available to the poll workers working that particular polling location.*
  7. Do you record the cell phone and/or pager numbers of poll workers? If so, do you inform them to keep them turned on in case they need to be contacted? *No. The IT Rover is the only one in constant connection with the Clerk's Office. This has never presented a problem.*
  8. Do you provide a convenient sheet with contact information to poll workers? *Yes, I provide this contact sheet to the Inspector for each polling location of contact numbers for the Clerk's Office, Sequoia representative, and the IT Rovers.*
  9. If no poll worker at a polling place has a cell phone or pager, do you issue one to the precinct captain? *No, see the answer to question #7.*
  10. How extensive is your system of troubleshooters or rovers on Election Day? *We have an IT Rover at each polling location. This has more than satisfied the need for coverage for all past elections. Additionally, we have had a Sequoia representative in the Mammoth Lakes area during each election.*
  11. What is the ratio of troubleshooters/rovers to polling places? *One per polling place (9) total.*
  12. How often are they supposed to check in with each assigned polling place? *They are stationed there during the entire Election Day.*
  13. How often are they supposed to check in with the county elections office? *We ask them to check in every hour.*
  14. If a systemic problem with equipment were to occur, how would poll workers be notified about the way to handle the problem? *Through the IT Rovers who have cell phone contact with the Elections Office.*

## **Physical Security**

Physical security addresses how secure voting equipment, ballots, and the tabulation process are from external factors such as tampering, environmental degradation (such as jostling, heat, water damage, etc.) unauthorized access, etc.

### **Pre-Election**

1. What procedures do you have in place to assure the physical security of voting machines and paper ballots prior to an election? *The machines are kept in a locked location with keys only belonging to the Elections Staff. The ballots are stored in a separate secure office in the Elections Division and locked, each evening, with keys belonging to only the Elections Staff.*

2. How and where are equipment and ballots stored, and how is the facility secured against theft, tampering, and vandalism? *The voting machines are stored, off site, at the Mono County Health Department (clinic building) in locked and inventoried offices. This section of the building is also secured by a keypad lock system on the door to the hallway where the offices are located. The combination is known only to the Elections Staff.*
3. What protections are in place to assure access is permitted only for authorized personnel? *Only keys are given to Election Staff. No one else is permitted in the locations specified above other than Election Staff.*
4. When software upgrades are installed, what effort is taken to assure that the upgrades are state certified? *When upgrades are required, we receive information from both the Secretary of State's Office and the vendor who confirms the need for upgrades. Are the software versions verified? Yes.*
5. Does a county employee or a vendor employee install the upgrades? *Yes, only the IT election technician makes any/all upgrades.*
6. Do vendor employees ever handle any voting equipment? *Yes, but only with IT and county election staff at their side.*
7. If vendor employees are allowed to handle voting equipment before the election, must county employees be present? *Yes.*

### **Poll Workers and the Transportation of Equipment**

1. Do you require poll workers to complete a detailed application form? *Yes.*
2. Do you conduct any type of background check on poll workers? *No.*
3. Are voting equipment components and/or ballots transported to polling places by county employees or poll workers? *Only by county employees.*
4. How are voting equipment components transported to the polling places? *Using employee or county vehicles, only Election staff and IT Rovers transport all equipment.*
5. When are voting equipment components and/or ballots transported to the polling place? *The day/night prior to each election. The Election staff and IT Rovers set up each polling location and secure it prior to leaving.*
6. If poll workers transport voting equipment..... *they do not.*
7. Does your county keep detailed logs of who takes custody of which equipment/ballots? *No. Only the Election staff and IT Rovers transport the equipment prior to the election. Following the election, the Sheriff's Office transports the physical voting machines back to the Clerk's office for storage.*
8. How are voting equipment components and/or ballots secured from tampering from the time they leave county custody to the time they are delivered to the polling places? *Only IT and Elections staff load and unload all the election equipment prior to and post election.*
9. Are serialized or other secure tamper-proof devices/seals placed on all ports where memory cards are inserted (as specified in the procedures adopted for use of voting equipment in California)? *Yes.*

10. How are your poll workers, as part of their training, trained to be alert for signs of pre-election tampering? They are taught to report any broken seal to either the IT Rover or to the Elections Office immediately. Furthermore, any suspicious activity by a voter at the polls is also reported. All incidents (if any) are reported on a form.
11. How are your poll workers, as part of their training, trained to be alert for the type of activity indicating someone is potentially tampering with a DRE or with any access card or access code on Election Day? Again, see answer to #10.
12. How are your poll workers trained about how to respond if tampering is suspected or discovered? Again, see #10.
13. Do poll workers log instances of suspected tampering? Yes. If so, where is this logged? Onto an IT Equipment Incident Report form filed with the Clerk.
14. Do poll workers log instances of any anomaly with the voting system? If so, where is this logged? How does the county respond to these reports? Yes on the Equipment Incident Reports filed with the Clerk. The Election and IT staff will then follow up on any non-functional equipment post-election.
15. How are your poll workers trained should a piece of equipment not be usable because of a security requirement (i.e. wrong password)? If a seal is broken prior to the election, that particular piece of equipment would be taken out of use, reported on the above-referenced form.

## **Election Day**

1. If your county uses a DRE system which utilizes a "Smart Card" to activate voting, are poll workers trained to only issue a card to a voter once a voting station is available? Yes.
2. Are poll workers trained to ensure that if lines of voters form at the polling place, that the line forms at the registration table and not at the voting stations? Yes.
3. Do county "troubleshooters" "rover" or other election assistants circulating to polling places on Election Day survey each polling site for any evidence of tampering or attempted intrusion into voting equipment? Yes.

## **Post-Election**

1. During transportation of election materials to the central count or remote count locations, are all paper ballots and electronic media in the possession of at least two election officials/poll workers? Yes.
2. How does your office ensure the protection of the election tabulation process by securing the premises where the vote tabulation is being conducted and not allowing unauthorized and unescorted personnel to be in contact with tabulation equipment? We haven't in the past, but will. Our

office is so small and we have really limited ability to keep media and public out of the way.

3. What physical security measures have you implemented for the room containing the computer running the tabulation software? Again, we haven't in the past. We will keep all unauthorized personnel/public away from the tabulation software by blocking off access.
4. Are printed results tapes and a back-up copy of the tabulation placed in locked storage in a secure location after tabulation? Yes at the Bridgeport Clinic in our election rooms and locked.
5. If so, how long do they remain there? Until the following election set-up and Pre-lat.
6. On election night, during or following tabulation, are all of the event logs, ballot images and summary totals from each cartridge used in the election backed up to the tabulation database? Yes.
7. Are audit logs of every action and operation on any voting equipment or software maintained and retained until the period for contesting the election has expired? Yes.
8. How do you ensure that the server is physically secure from tampering? Is it isolated from any other system?

## Other

1. Has your office ever utilized a third party to evaluate the physical security of your facility, the procedures utilized to secure equipment and ballots before, during and after an election or the training of poll workers or staff regarding potential breaches of physical security? No.
2. Is there any other information you can provide regarding the physical security of your ballots, voting equipment, server, and facilities? No.
3. Is there any other information you can provide regarding the training of your poll workers and election staff about physical security of ballots and equipment? No.
4. What type of tamper-proof seals do you use? On what parts of the voting system are these seals used? Are they recorded onto log sheets?

## Election Observer Panel

1. **Purpose** - The purpose of an Election Observer Panel is to:
  - a. Provide an avenue for public observation of and input into the election process.
  - b. Assist in ensuring the integrity of the election process.
  - c. Encourage participation and build voter confidence in the election process.
2. **Invitation**- Between E60-E-30, prepare letters of invitation (see sample attached) to parties likely to participate, such as the following:
  - a. County Grand Jury
  - b. Political Party Central Committees

- c. Advocacy Groups
  - d. League of Women Voters
  - e. Media
  - f. Other groups or individuals expressing an interest in observing election day activities may also be included in the observer panel, as deemed appropriate.
3. You may want to consider offering to meet with these groups to provide an opportunity for the group members to ask questions about the process.

### **Appointment Letters –**

After the groups have provided the names of interested panelists, prepare letters of introduction (see sample attached) for the panelists to use when visiting polling places on Election Day. Materials to be prepared for each panelist will include a listing of all polling places within the county for that specific election as well as the central counting site location and hours of operation.

### **Mechanism for Feedback-**

Consider providing observers with a checklist and/or questionnaire to be completed and returned to you (see sample attached).

### **General Rules for Observers-**

1. Observe the proceedings at the polls, including the opening and closing procedures
2. Obtain information from the precinct index that can be posted near the entrance
3. Make notes and watch all procedures
4. View all activities at the central counting site on election day
5. View the canvass of the vote activities following the election
6. View absentee and provisional ballot processing
7. Ask questions of staff or voters at the polls
8. Ask questions of supervisors at the central counting site

### **Observers are responsible for-**

1. Checking in at each site, whether polling place or central counting site
2. wearing an identification badge
3. Maintaining a professional manner while observing the election processes
4. Ensuring they do not interfere with the election process

### **Observers may not-**

1. Interfere in any way with the conduct of the election

2. Touch any voting materials or equipment or sit at the official worktables
3. Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
4. Display any election material or wear campaign badges, buttons or apparel
5. Wear the uniform of a peace officer, a private guard, or security personnel
6. Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance of the polling place
7. Touch election personnel
8. Eat or drink in the polls or the central counting site
9. Assist in operations at any polling place